

## **Project Managers' Workgroup**

### **MINUTES July 18, 2005**

**Attending:** Sharon Hayes - EPMO  
LaQuita Hudson – ITS, ES  
Glenn Poplawski – ITS, ES  
Cheryl Ritter - DOT  
Gary Evans – DOT  
Sarah Joyner – ESC  
Suzanne Taylor - ESC  
Bob Giannuzzi - EPMO  
John McShane - EPMO  
Jim Tulenko - ITS  
Alisa Cutler - EPMO  
Mary Jo Gilliam - Agriculture  
Linda Hudson - OSC  
Mark Fournier - NCCCS  
Steve Tedder - EPMO  
Shaw Erfani - EPMO  
Teresa Shingleton - OSC  
Shannon Byers - OSC  
Travis Snipes – DHHS  
Andrew Schoenberg – DOJ  
Rodney Hartman – DOC  
Cindy Cousins – DOC  
Jim Skinner – DOI  
Salman Sheikh – OSA  
Todd Russ – ITS, ES

**Bob Giannuzzi** welcomed new members and asked first-time attendees to introduce themselves. He called for, and received approval of Minutes from meeting held on June 20<sup>th</sup>.

**Sharon Hayes** congratulated Teresa Shingleton and Shannon Byers from the Office of the State Controller, and Sarah Joyner from Employment Security Commission, for attaining their PMI Project Management Professional certification. She presented them with a framed letter of congratulation from George Bakolia, CIO.

**Jim Tulenko** gave an update on the PPM tool. He announced that training on the tool had been completed. He said that for the month of July, status reporting is being converted into the tool, and that next month all status reporting will be provided through the Tool.

He followed up from last months' PM Working Group meeting, and informed that they were working on a cheat sheet for the Tool. He also informed that a List Serve has been set up so that the user community can exchange information, questions and experiences with the Tool.

Jim also informed the group that project approval processes would be executed through the Tool and that ID's will be sent out this month.

**Sharon Hayes** explained that brand new projects had to be submitted via the Tool. She said that if agencies were already in the SB 991 approval process as of 8/1/05, the agency would need to work with PMA on appropriate conversion to the PPM workflow of gate approvals. Jim also informed that user ID's will be sent out this month.

In response to a question regarding additional licenses, **Jim Tulenko** assured members that the PM Tool team has given this issue high priority and that they are working to find a solution.

**Sharon Hayes** mentioned that for those without a license, using a hard copy for the time being is still an option if no other method is available.

**Bob Giannuzzi** referred to PM qualification processes used by other government enterprises handed out at previous meeting and informed that he had received little feedback to date. He asked the members to revisit the material and encouraged feedback.

**Sharon Hayes** reinforced the need for feedback and asked members to please submit their responses by August 10<sup>th</sup>.

**Travis Snipes** reported responses from his department at DHHS and will report on them at the next meeting.

**Bob Giannuzzi** reminded members that the EPMO had subscribed to the PM Executive Council. He talked about the Council's research on training and mentoring. He said that he had contacted the Council and informed them on what the PM Working Group was doing. He also referred to a recent teleconference (webinar) held by the Council and the quality of the material covered. He highly recommended member participation in future offerings.

**Sharon Hayes** thanked Bob and said she would submit feedback to the PM Executive Council.

**Shaw Erfani** reported on feedback received from the Office of State Budget and Management and Community Colleges regarding EPMO website. There were no comments under Open Discussion on the agenda.

**Sharon Hayes** moved on to last month's list of Future Items for the agenda. She then solicited volunteers to participate in teams to address each of the five key areas. Task groups were established (see table below), and Sharon requested that the first meeting for these groups be held before August 10<sup>th</sup> so that they can report status at the next meeting.

<b>Promotion of PM Profession and Process</b>	L. Hudson J. McShane T. Snipes S. Byers G. Evans L. Hudson B. Giannuzzi
<b>Lessons Learned</b>	S. Hayes T. Russ A. Schoenberg J. McShane
<b>Project vs. Program</b>	S. Tedder J. Tulenko G. Poplawski S. Sheikh C. Cousins
<b>Mentoring/ Training</b>	B. Giannuzzi T. Shingleton J. Lopez S. Byers
<b>Methodology</b>	T. Snipes G. Poplawski A. Cutler C. Evans S. Tedder S. Joyner S. Erfani